

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at VMware, effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I have had during my time at VMware, including [mention any specific experiences or projects]. I am grateful for the support and guidance provided by you and my colleagues.

I will do my best to ensure a smooth transition and will assist in handing over my responsibilities.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,
[Your Name]